

Classification: Health Facility Cleaner III **L.G. 8** **Class Title Code:** * 5010-094

Position Title: Health Facility Cleaner III **Date Established:** 08/15/88

Position Number: Group **Date of Last Amendment:** 06/20/03

This position is assigned to work in the support services area in Environmental Services.

SCOPE OF WORK: Performs custodial/cleaning duties associated with the cleaning and maintenance of a state hospital.

ACCOUNTABILITIES:

- Cleans and sanitizes work areas including patient and non-patient areas of the Hospital, including isolation room and blood spills. Spends more than 50% of the workday servicing patient living areas. Provides cleaning services to physicians on call, as needed. Cleans and sanitizes state vehicles when requested for blood and body fluids. Cleans ceiling fans and removes graffiti on walls/furniture. Removes waste contaminated and non-contaminated from work areas and disposes of in a prescribed manner.
- Maintains all floors, both tiled and carpeted, buffs and refinishes or shampoos as necessary. Operates machinery appropriate to work area. Shampoos upholstered furniture. Removes/rehangs cubicle curtains for laundering. Demonstrates knowledge for safe use of equipment; reports breakdowns to supervisor; makes simple repairs as directed; cleans and maintains all equipment used.
- Mentors new employees and trains in housekeeping procedures, paying particular attention to procedures used and safety regulations. Provides new employees with general work instructions.
- Assigns staff, performs informal inspections, and answers emergency calls in the absence of the HFC Supervisor.
- Delivers, orders and replaces supplies. Stocks work areas with appropriate products and changes light bulbs as needed. Transports equipment from building to building as necessary. Transports, handles and mixes hazardous chemicals. Provides emergency pest control services. Demonstrates knowledge and understanding of safe handling of chemicals.
- Maintains outside of building within 15 feet of all entrances/exits by raking, sweeping, or shoveling. Removes animal waste and human waste in non patient areas. Demonstrates knowledge and understanding of safe handling of waste products.
- Sets up for Hospital functions and conferences including the courtroom.
- Responds to any emergency situation, during or after shift, when requested by administration.

Staff Workplace Safety Accountabilities

Complies with established hospital and departmental policies and procedures by:

- Performing accountabilities in accordance with established policies and procedures;
- Communicating with supervisors issues related to workplace safety (i.e., ergonomics, body mechanics, environment, equipment ...);
- Reporting on the job injuries to supervisor IMMEDIATELY;

- Attending training programs, as appropriate.

Total Commitment to Quality

- Participates in the process of continuous quality improvement by supporting unit/department based quality improvement activities. Demonstrates commitment to customer service values in professional conduct and by promoting such values in assigned work area.

MINIMUM QUALIFICATIONS:

See Class Specification for Health Facilities Cleaner III.

LICENSE/CERTIFICATION:

- Must possess a valid New Hampshire driver's license with appropriate endorsements required for the type of vehicle being operated. Must possess or successfully complete a Defensive driving Course as approved by the New Hampshire Safety Council within the first six (6) months of employment. As a condition of and prior to hire, the applicant must have verified their current New Hampshire driving record supplied by the Dept. of Safety, Division of Motor Vehicles indicating no major traffic violations.

DISCLAIMER STATEMENT: The supplemental job description lists typical examples of work and is not intended to include every job duty and responsibility specific to a position. An employee may be required to perform other related duties not listed on the supplemental job description provided that such duties are characteristic of that classification.

SIGNATURES:

I have reviewed the content of the above job description with my supervisor.

Employee's Name & Signature	Date Reviewed

Supervisor's Name and Title:

I have discussed the work responsibilities outlined by this job description with the above employee(s).

Supervisor's Signature	Date Reviewed

Division of Personnel	Date Approved

* NOTE: This position is routinely downgraded to the level of Health Facilities Cleaner iI. #501200 or Health Facilities Cleaner I. #501100